

Utah Publications Depository Program Guidelines for Depository Libraries

I. Purpose

The purpose of the depository library program is to make Utah state government publications available to the general public, to state agencies, and to library clienteles around the state. Designated library facilities serve as depositories in order to provide the public with the greatest possible access and to ensure that staff assistance is available to help citizens find and use state government information.

State government publications reflect the goals and activities of all agencies and branches of government. Published at taxpayer expense or as required by law, these publications are intended to be widely available to the public. State publications include the laws of the state as well as records of policy deliberations. They provide an historical record of agency activities and are unique sources of information about life in Utah.

With the revolution in Internet publishing, the depository program faces new challenges associated with identifying web-based documents while tracking the output of traditional print materials. The depository library network is essential to keeping the public informed about document availability and promoting access through technology.

II. Historical Overview

In 1979, Utah Senate Bill 187 established the Depository Library System. It was passed by the 43rd Utah Legislature and added to the Utah Code Annotated 1953 as Title 37, Chapter 5, Sections 1-8. This statute was revised in 1989 and again in 1992, becoming Title 9, Chapter 7, Sections 207-209. Under Utah Code, the State Library Division has statutory authority to establish a state publications collection, to implement bibliographic control for state publications and to designate depository libraries.

III. Definition of State Publications

Utah Code Annotated 9-7-101: (4)(a) "State Publication" means any book, compilation, directory, document, contract, or grant report, hearing, memorandum, journal, law, legislative bill, magazine, map, monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, electronic publication, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by any state agency or political subdivision for distribution.

(b) "State publication" does not include any correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

IV. General Responsibilities of the Utah State Library Division

Under depository law, the State Library provides services to depository libraries, state agencies and to the general public. The State Library ensures that copies of all state documents are sent to the Utah State Archives and the Library of Congress. The State Library assigns a trained librarian to coordinate the State Documents Program.

(A) The State Library Division works with *state agencies* to acquire copies of publications, maintain a permanent collection of these publications, and provide interlibrary loan and reference services. An online reporting form is available for agencies to transmit information about their documents.

(B) The State Library Division works with *depository libraries* to approve depository status, establish an effective document distribution system, maintain a permanent shipping list, provide cataloging and classification information for state publications, and assist libraries with reference queries. The State Library maintains a current directory of depository library locations and periodically conducts site visits to consult with depository librarians.

(C) The State Library Division provides *reference and interlibrary loan* service for the general public, for state agencies, and for other libraries. Questions are received and responded to by phone or e-mail. Visitors are welcome during regular Division business hours.

V. Designation of Depository Libraries

Any legally established library in Utah may apply to the State Library Division to become an official depository for Utah publications by sending a letter of interest. The library must be able to provide space to house the publications and to provide trained staff to assist the public at no charge. The Utah State Library, Utah State Archives, and The Library of Congress serve as permanent depository locations for state documents.

Applications for depository status will be reviewed by the State Library Director, Information Resources Program Manager, and the State Publications Coordinator. A contract shall be established with successful applicants. A depository library may relinquish its depository status at any time by addressing a letter to the State Librarian.

Once certified, a depository library shall receive at least one copy, availability permitting, of all publications that have been received at the State Library. When surplus materials are received, Utah's larger academic libraries will receive two copies of each publication.

From time to time, agencies supply a limited number of copies of a publication for the depository program. Documents in short supply will be distributed to the state's larger academic libraries, with an effort to secure broad geographical access.

A shipping list is included with all mailings and the list is posted on the State Library website. The list alerts libraries to e-documents and advises when there is a shortage of hard copy documents.

According to Depository Law, the State Library Division may use micrographics, computer files, electronic networks, or other copying or transmission techniques to meet the needs of the depository system.

VI. General Responsibilities of Depository Libraries

(A) Public Services

The depository library shall be accessible to the public. Each depository library will abide by its own internal circulation and reference policies. Depository libraries are encouraged to publicize the availability of state documents and to promote their use among staff members and the general public.

(B) Interlibrary Loan Cooperation

All depository libraries are expected to loan or provide photocopies of depository materials to other libraries upon request, subject to existing interlibrary loan agreements.

(C) Staffing

Each depository library will assign one person to be in charge of state documents and to act as liaison with the State Documents Coordinator. This individual shall be responsible for receiving, selecting, organizing and maintaining the documents collection, and for making other staff members aware of these resources. The person immediately responsible for the collection shall be classified as a librarian or a library assistant with formal documents training. The depository library will update the State Library whenever there is a change in personnel.

(D) Space

Space for depository operations and materials should be of the same general quality as other areas of the library and should allow for growth and expansion. Document collections may be housed separately or integrated with the general collection.

Libraries are encouraged to process and shelve all state documents in a timely manner, within thirty days, if possible.

(E) Catalog Access and Bibliographic Control

To facilitate searching and retrieval of state documents, depository libraries are expected to maintain current bibliographic information in their public online catalogs. If necessary, libraries may utilize a vertical file index or other professionally managed filing system that includes document description, bibliographic data, and supports public access.

(F) Microforms for Depository Publications

Depository libraries may substitute microforms for any materials, provided the microforms are indexed. Under these circumstances, microform reading equipment should be available for public use.

(G) Collection Management

Depository libraries are expected to develop individual collection policies that clearly address the purpose and scope of the state documents collection. The policy should specify retention plans for various categories of documents. Each depository library will decide which documents to keep beyond the minimum retention period. Along with pertinent local conditions, the library will consider the information needs of their user groups as well as the research value of keeping certain documents for longer periods.

(H) Retention and Weeding

Depository libraries will retain publications received through the depository system for at least **5 years** providing a reasonable level of repair to keep the collection in good physical condition. Depository libraries with active binding programs are encouraged to give consideration to binding state publications whenever appropriate. Libraries should follow their normal institutional practices for withdrawing and discarding state documents from their collection.

(I) Participation in State Publications Working Group

Representatives from depository libraries are asked to attend occasional meetings to discuss issues arising from the production and accessibility of state publications, and to provide input to state publications policy.

VII. Depository Shipping Lists

A shipping list accompanies each shipment of documents sent to depository libraries. The list is compiled approximately every two weeks and is posted on the Division's website:

http://library.utah.gov/government_information/state_publications/new_state_pubs/index.htm

Archived lists, older than six months, are available upon request to the State Library Documents Program.

To assist depository libraries with cataloging and classification, the following data is provided for each document on the shipping list: title, authoring agency, State Library documents call #, OCLC #, subject headings, and Web document link (if known). If the document is web-only, this information is clearly noted.

VIII. Claims and Adjustments

Contact the Documents Cataloger at the State Library regarding any questions about missing items or the contents of a shipping package. Libraries should not contact agencies directly unless they wish to purchase additional copies of documents.

Direct correspondence and report changes to:

Attn: State Documents Program
Utah State Library Division
250 N. 1950 West, Ste. #A
Salt Lake City, UT 84116-7901

[Ray Matthews](#), State Documents Coordinator, 801-715-6752

[Linda Roholt](#), State Documents Cataloger, 801-715-6754

IX. State Documents Coordinator

The State Documents Coordinator will meet periodically with each depository library to view local arrangements and discuss the needs of the local program with the depository librarian. Changes in depository status may be considered at that time.

The State Library may recommend termination of an agreement if a depository library fails to meet its responsibilities to the depository program as outlined above.

X. Web links

Utah Code. Library Development. 9-7-101 – 9-7-210

http://www.le.state.ut.us/~code/TITLE09/09_06.htm

State Publications Depository Program

http://library.utah.gov/government_information/state_publications/index.htm

Depository Library Directory

http://library.utah.gov/government_information/state_publications/depository_libraries.htm

State Publications Online Catalog

http://usld.ipac.dynixasp.com/ipac20/ipac.jsp?profile=stdocs_usl

Online Reporting From (Agencies Report Document Availability)

http://publications.utah.gov/publishers/submission_form.html

Bi-Weekly Shipping List

http://library.utah.gov/government_information/state_publications/new_statepubs/index.htm